

Tempe Fire Department Policies and Procedures
Fire Marshal
410.02I
Rev 9-20-94

DEFINITION

To manage, direct and coordinate the activities of the City's fire prevention program; to perform a variety of public relations activities to stimulate general recognition of fire hazards; and to provide highly complex staff assistance to the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fire Chief or from other supervisory or management staff.

Exercises direct supervision over lower level division staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Recommend goals and objectives; assist in the development of policies and procedures.
- Direct, oversee and participate in the development of the fire prevention division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods, and procedures.
- Participate in budget development and coordination; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Prepare, update, and enforce the City fire codes, ordinances, and standards.
- Represent the department at meetings to review new construction and subdivision plot plans; check and review building plans prior to issuance of permits by the Building Safety Department.
- Conduct inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits, and general compliance with fire prevention laws and standards.
- Conduct inspections and acceptance tests on automatic fire extinguishing systems and alarm systems; inspect the storage of explosives and flammables.
- Investigate fire to determine causes and damages; keep records of fire losses, inspections, investigations, fire deaths, and injuries.
- Photograph fire scenes, collect evidence, and prepare detailed and accurate reports for presentation in court; serve as an expert witness in court cases involving fire cause and code violations.
- Advise property owners on the removal of fire hazards and if necessary induce compliance to correct hazards.

- Receive and investigate complaints of alleged fire hazards and recommend corrective action as necessary to resolve complaints; answer questions and provide information to the public.
- Meet with citizen groups, organizations, contractors, architects, engineers, and developers; conduct oral presentations and provide information on fire codes and fire prevention.
- Review construction documents in relation to fire prevention laws and codes.
- Respond to major fires on an on-call basis; notify other fire personnel of any unusual fire hazards.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Budgeting procedures and techniques.
- Principles and practices of supervision, training, and personnel management.
- Modern principles and practices of fire prevention and suppression.
- Fire prevention inspection methods and techniques.
- Principles and practices of fire investigation.
- Laws and ordinances pertaining to the Uniform Fire Code and Uniform Building Code.
- Modern principles of fire department administration.
- Safe work practices.
- Prepare and administer a budget.

Ability to:

- Supervise, train, and evaluate assigned staff.
- Deal effectively with property owners, managers, and the general public in difficult situations.
- Detect fire hazards and make recommendations for their correction.
- Give instructions on ways to prevent and eliminate fire hazards.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Speak publicly and give presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in firefighting, fire prevention, or fire investigation, including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of an Associate of Arts degree with major course work in firefighting and fire prevention methods and techniques, arson investigation, or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.